

The City of Martinsville
Department of Leisure Services
Park Renters Responsibility



TO ALL PARK RENTERS

Renters Responsibility to Park Maintenance

Park Renters are responsible for the following; failure to comply with these procedures will result in the loss of the \$15.00 key deposit refund.

1. Leisure Services provide each renter with trash bags, all trash accumulated at your event must be bagged and tied before leaving the park.
2. Power box and all lights under the shelter and in the bathrooms must be turned off.
3. Restrooms must be clean, paper picked up and all commodes must be flushed.
4. Restrooms must be locked up after your event.
5. Locks returned and locked on the power box and gates.

FAILURE TO COMPLY WILL RESULT IN THE LOSS OF THE \$15.00 KEY DEPOSIT REFUND.

I have read the above information and I comply with the procedures above.

Renter: _____ Signature: _____

Park: _____ Date: _____

Staple a copy of this form to renters "Renters Responsibility Park Maintenance Comments & Check List Form"



Renter Responsibility Park Maintenance
Comment/Check List

1. When I arrived at the park the trash was bagged and tied around the park and in the bathrooms. ☐ YES ☐ NO (Comments) _____

2. When I left the park all the trash was bagged and tied. ☐ YES ☐ NO

3. When I arrived at the park the power box and all lights under the shelter and in the bathroom were off. ☐ YES ☐ NO _____

4. When I left the park the power box and all lights were turned off under the ☐ YES ☐ NO (Comments) _____

5. When I arrived at the park the restrooms were clean, paper picked up and all the commodes were clean and bathroom doors locked ☐ YES ☐ NO (Comments)

6. When I left the park the restrooms were picked up and the commodes were Flushed and bathroom doors locked ☐ YES ☐ NO (Comments) _____

7. When I arrived at the park all the locks were locked and in there proper place; on the gate, on the power box and on the bathroom doors. ☐ YES ☐ NO (Comments) _____

8. When I left the park all the locks were locked and in there proper place; on the gate, on the power box and on the bathroom doors. ☐ YES ☐ NO (Comments) _____

This Form must be completed and returned to receive your \$15.00 key deposit refund !!!

KEY DEPOSIT CAN BE PICKED UP TUESDAY – THURSDAY AFTER YOUR EVENT!